

**The Department of Homeland Security (DHS)**  
**Funding Opportunity Announcement (FOA)**  
FY 2013 Citizenship and Integration Direct Services Grant Program

**OVERVIEW INFORMATION**

**Issued By**

U.S. Department of Homeland Security (DHS), U.S. Citizenship and Immigration Services (USCIS),  
Office of Citizenship

**Catalog of Federal Domestic Assistance (CFDA) Number**

97.010

**CFDA Title**

Citizenship Education and Training

**Funding Opportunity Announcement Title**

FY 2013 Citizenship and Integration Direct Services Grant Program: Citizenship Instruction and  
Naturalization Application Services

**Authorizing Authority for Program**

Public Law 113-6 Consolidated and Further Continuing Appropriations Act, 2013

**Appropriation Authority for Program**

Public Law 113-6 Consolidated and Further Continuing Appropriations Act, 2013

**FOA Number**

DHS-13-CIS-010-002

**Key Dates and Time**

Application Start Date: 04/18/2013

Application Submission Deadline Date: 05/22/2013 at 11:59:59 PM EDT

Anticipated Funding Selection Date: 08/30/2013

Anticipated Award Date: 09/17/2013

**Other Key Dates**

Period of Performance Start Date: 10/01/2013

**Intergovernmental Review**

Is an intergovernmental review required? ☐ Yes ☒ No

## FOA EXECUTIVE SUMMARY

### Program Type

Select the applicable program type: ☒ New ☐ Continuation ☐ One-time

Date of origin for Program: N/A

### Funding Opportunity Category

Select the applicable opportunity category:

☒ Discretionary ☐ Mandatory ☒ Competitive ☐ Non-competitive ☐ Sole Source

### Application Process

DHS makes all funding opportunities available through the common electronic “storefront” Grants.gov, available at <http://www.grants.gov>. If you experience difficulties accessing information or have any questions, please call Grants.gov customer support at (800) 518-4726.

Application forms and instructions are available at Grants.gov. To access these materials, go to <http://www.grants.gov>, select “Apply for Grants,” and then select “Download Application Package.” Enter the CFDA and/or funding opportunity number located on the cover of this announcement. Select “Download Application Package,” and then follow the prompts to download the application package. To download the instructions, go to “Download Application Package” and select “Instructions.”

To submit an application through Grants.gov, applicants must have the following:

- A compatible version of Adobe Reader. Adobe Reader is available from Grants.gov at no charge.
- A Data Universal Numbering System (DUNS) number. This is required for the applicant and all sub-awardees.
- Registration with the System for Award Management (SAM) at [www.sam.gov](http://www.sam.gov).
- Authorization to submit an application through Grants.gov.
  - To submit an application through Grants.gov, the applicant must be the Authorized Organization Representative (AOR) for their organization.
  - Electronically submitted applications will not pass the validation check at Grants.gov if the AOR does not have a current SAM registration and electronic signature credentials.

See Grants.gov for information on how to obtain a DUNS number, how to register with SAM, and obtain authorization. DHS strongly encourages applicants to obtain or update all registrations related to Grants.gov **well in advance of the application deadline**.

For assistance with using Grants.gov, visit the Grants.gov Applicant User Guide: [http://grants.gov/assets/GrantsGov\\_Applicant\\_UserGuide\\_v6.1.pdf](http://grants.gov/assets/GrantsGov_Applicant_UserGuide_v6.1.pdf). For additional applicant resources, see: [http://grants.gov/applicants/app\\_help\\_reso.jsp](http://grants.gov/applicants/app_help_reso.jsp).

Note: DHS may request that you provide original signatures on forms at a later date.

### Eligible Applicants

The following entities are eligible to apply for this funding opportunity:

- City or township governments
- County governments
- Independent school districts
- Native American tribal governments (federally recognized)

- Native American tribal organizations (other than federally recognized tribal governments)
- Nonprofits with 501(c)(3) IRS status (other than institution of higher education)
- Private institutions of higher education
- Public and State controlled institutions of higher education
- Special district governments
- State governments

For additional information, see Section III. Eligibility Information.

#### **Type of Funding Instrument**

Select the applicable funding instrument: ☐ Cooperative Agreement ☒ Grant

#### **Cost Share or Match**

Select the applicable requirement: ☐ Cost Match ☐ Cost Share ☒ Voluntary

There is no cost share requirement for this program. However, projects that supplement government funding are encouraged and may receive favorable consideration. Applicants should clearly identify which budget items are to be supported by federal grant funding and which are to be supported by in-kind contributions and/or other funding sources, along with an estimate of the value of these non-federal funding sources.

#### **Maintenance of Effort**

Is there a Maintenance of Effort (MOE) requirement? ☐ Yes ☒ No

Requests for funds under this announcement shall not be used to take the place of activities described in the application that are currently supported with other funding. Also, grant funds shall not be used to support activities that are a normal part of the organization's operations.

**Management and Administration** Management and Administration Costs and Indirect Costs are allowable for the grantee and any proposed sub-awardee (if applicable). For more information on allowable costs, please see Section IV. Funding Restrictions and Section IX. How to Apply.

## FULL ANNOUNCEMENT

### **I. Funding Opportunity Description**

#### **Program Overview and Priorities**

The Office of Citizenship (OoC), within U.S. Citizenship and Immigration Services (USCIS), Department of Homeland Security (DHS), is charged with promoting instruction and training on the rights and responsibilities of citizenship. USCIS recognizes that naturalization is an important milestone in the civic integration of immigrants. Naturalization requirements, such as knowledge of basic English and of U.S. history and civics, encourage civic learning and build a strong foundation upon which immigrants can exercise their rights and responsibilities. Through preparing for naturalization, immigrants will gain the tools to become successful citizens—ready to exercise their rights and meet their responsibilities as United States citizens.

The goal of the Citizenship and Integration Grant Program is to expand the availability of high quality citizenship preparation services for lawful permanent residents in communities across the nation. Additional activities that support this goal include making citizenship instruction and naturalization application services accessible to low-income and other underserved lawful permanent resident populations; developing, identifying, and sharing promising practices in citizenship preparation; supporting innovative and creative solutions to barriers faced by those seeking naturalization; increasing the use of and access to technology in citizenship preparation programs; and engaging receiving communities in the citizenship and civic integration process.

#### ***Request for Proposals***

In fiscal year (FY) 2013, \$9,873,000 in federal funding is available for eligible organizations to provide direct citizenship preparation services to lawful permanent residents.

Proposed citizenship preparation activities **must** include the following two components:

- 1. Citizenship instruction** to prepare lawful permanent residents for the civics (U.S. history and government) and English (reading, writing, and speaking) components of the naturalization test. Program design must include the use of a nationally normed standardized test of English proficiency for student placement and assessment of progress, and the provision of at least 40 hours of citizenship instruction over a 10-15 week class cycle for students at or below the NRS<sup>1</sup> high beginning level and at least 24 hours of citizenship instruction over a 10-15 week class cycle for all other students.
- 2. Naturalization application services**, within the scope of the authorized practice of immigration law, to support lawful permanent residents in the naturalization application and interview process. Services must include the provision of naturalization eligibility screening, the preparation and submission of Form N-400, Application for Naturalization and Form G-28, Notice of Entry of Appearance as Attorney or Accredited Representative, and ongoing case management. Services may also include interview preparation, a representative's appearance at the naturalization interview, and filing of other forms or documents (such as Form N-648, Medical Certification for Disability Exceptions), if applicable.

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<sup>1</sup> National Reporting System for Adult Education (NRS)

## ***Partnerships***

Partnerships are encouraged. Applicants may include partnerships with other public or non-profit organizations in their proposal. The principal applicant must directly provide either citizenship instruction or naturalization application services, or both. A partner organization is considered a “sub-awardee” if the organization will receive a portion of the grant funding to provide additional or complementary direct citizenship instruction or naturalization application services.

The applicant must complete a Memorandum of Understanding (MOU) with the sub-awardee. The applicant must clearly demonstrate how it will monitor the sub-awardee’s performance and ensure that the sub-awardee complies with all grant award conditions and data reporting requirements. Sub-awardees must have their own individual Data Universal Numbering System (DUNS) number and will be responsible for financial and performance reporting. If the partner organization will not receive a portion of the grant funds, then the partner is **not** considered a sub-awardee, and would not be required to complete an MOU or obtain a DUNS number.

## **II. Funding Information Award Amounts, Important Dates, and Extensions**

Available Funding for the FOA:	\$9,873,000
Maximum Grant Award Amount:	Up to \$250,000 (\$125,000 for the first year budget period and \$125,000 for the second year budget period).
Projected number of Awards:	40 (approximately)
Projected Award Start Date(s):	10/01/2013
Projected Award End Date(s):	09/30/2015
Period of Performance:	24 months (comprising two one-year budget periods)

### **Period of Performance**

Is an extension to the period of performance permitted? ☒ Yes ☐ No

Applicants may request a no-cost extension in order to complete all project activities. The request must be submitted 60 days prior to the expiration of the performance period. Requests for extensions are subject to approval by DHS.

Throughout the performance period, DHS’ commitment to continuation of awards will be conditional on evidence of satisfactory progress by the recipient (as documented in required reports and ongoing monitoring) and the determination that continued funding is in the best interest of the federal government.

## **III. Eligibility Information Eligibility Criteria**

To be eligible for this program, applicants and sub-awardees must meet the below requirements.

1. Applicants and any proposed sub-awardees must be organizations with public or non-profit status;

2. Applicants and/or any sub-awardees that propose to provide citizenship instruction must have at least one year of experience in the past five years providing direct citizenship instruction; and
3. Applicants and/or any sub-awardees that propose to provide naturalization application services must have at least one year of experience in the past five years providing naturalization application services, and must at the time of application:
  - a. Be recognized by the Board of Immigration Appeals (BIA) and have at least one BIA accredited representative employee to provide clients with naturalization representation;  
**OR**
  - b. Have at least one attorney employee to provide clients with naturalization representation.

The primary legal service provider must be an employee at the applicant organization or at the sub-awardee organization. Pro bono or volunteer attorneys may be used to supplement the program. Attorneys and BIA accredited representatives must sign Form N-400 as the preparer, and must submit Form G-28 with each Form N-400 filed under this grant. For-profit law firms and attorneys in private practice are not eligible to receive funding under this funding opportunity. (See the Glossary for the definitions of “representation” and “employee.”)

Eligible organizations include, but are not limited to: public or private non-profit organizations such as public school systems; universities or community colleges; civic, community, and faith-based organizations; adult education organizations; public libraries; volunteer and literacy organizations; and state and local governments.

Current awardees and sub-awardees under the FY 2012 Citizenship and Integration Grant Program (funding opportunity DHS-12-CIS-010-002) are not eligible to receive funding under this funding opportunity.

If DHS determines at any point during the review process that an application does not meet these eligibility requirements, the application will be removed from further consideration.

#### **IV. Funding Restrictions** **Restrictions on Use of Award Funds**

##### **Eligible Funding Purposes**

DHS grant funds may only be used for the purposes set forth in the agreement, and must be consistent with the statutory authority for the award. Grant funds may be used for the following purposes:

- a. To provide services to **lawful permanent residents only**, regardless of race, color, religion, sex, or national origin.
- b. Resources to support citizenship instruction, including staff salaries, textbooks/materials, nationally normed standardized assessment tests, software, etc.
- c. Professional development and training for staff and/or volunteers related to the provision of citizenship instruction and/or naturalization application services.
- d. Facility rental costs **not** to exceed more than 20% of the total approved budget.
- e. Resources to support naturalization application services including staff salaries, case management systems, costs associated with BIA recognition of organizations and

- accreditation (or renewal) of staff. This includes training costs related to BIA recognition and accreditation.
- f. Transportation costs for students attending grant-funded classes. Transportation funds provided to students must match the students' individual transportation costs. Applicant must have a system to track how transportation funds are used.
- g. Reimbursement of transportation costs for volunteers participating in grant-funded activities. Volunteers may **not** receive a general transportation stipend. Transportation funds provided to volunteers must match the volunteers' individual transportation costs. Applicant must have a system to track how transportation funds are used.
- h. Childcare costs to assist eligible participants to attend grant-funded classes.
- i. Travel costs for **two** staff members to attend a **mandatory** two-day grant recipient training in the Washington, D.C. area during the first year of the grant, and travel costs for one staff member to attend a mandatory two-day training in Washington, D.C. during the second year of the grant.
- j. Equipment purchases directly related to the provision of services.
- k. Costs associated with the use of computers for citizenship instruction (e.g., computer equipment, internet access, etc.)

### **Ineligible Funding Purposes**

Grant funds may **not** be used for the following purposes:

- a. Cost-sharing or matching funds for other federal grants, lobbying, or intervention in federal regulatory or adjudicatory proceedings. In addition, federal funds may **not** be used to sue the federal government or any other government entity.
- b. USCIS application fees.
- c. Costs of organized fundraising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred solely to raise capital or obtain contributions.
- d. Profit/Fee is not allowable except when subcontracting for routine goods and services with commercial organizations. (Note: Applicants may charge a nominal fee for services as long as the program income goes back into the grant-funded program.)
- e. Foreign travel.
- f. Construction costs and purchase of real property under this funding opportunity.
- g. Pre-award costs.
- h. Funding for direct reimbursement of proposal development.
- i. Costs for food or refreshments.
- j. Incentive items or gift cards.
- k. General volunteer stipends.
- l. Living allowances for any national volunteer service program participants.

## **V. Application Review Information and Selection Process**

### **Application Review Information**

#### ***Grants.gov Requirements***

An application will be rejected by Grants.gov if:

1. Form SF-424 – *Application for Federal Assistance* is missing.
2. Form SF-424A – *Budget* is missing.
3. Form SF-424B – *Assurances - Non-Construction Programs* is missing.

4. *Certification Regarding Lobbying* is missing.
5. The applicant's Authorized Organization Representative (AOR) is not registered with the System for Award Management (SAM).

### ***Non-Responsive Applications***

An application will be deemed non-responsive by DHS and **not considered for review** if:

1. The applicant or proposed sub-awardee is a current awardee or sub-awardee under the FY 2012 Citizenship and Integration Grant Program funding opportunity DHS-12-CIS-010-002.
2. The application does not include a Budget Narrative or a Budget Table.
3. The Project Narrative is missing.
4. The Project Narrative does not include each of the four headings identified in Section IX.5, Project Narrative, Format Requirements.

### ***Review Process***

DHS will conduct an initial review of applications to determine the responsiveness of the application. If an applicant is determined to be ineligible (see Eligibility Criteria on pp. 5-6) or an application is determined to be non-responsive, DHS will notify the applicant. All responsive and eligible applications will be reviewed as described below:

1. DHS will assemble reviewers which may include both federal and non-federal reviewers to review the eligible applications. Reviews of submitted applications will be conducted either on site or by remote review.
2. Teams of technical reviewers will review each eligible application against the evaluation criteria. The reviewers will assign a score and provide summary comments based on the evaluation criteria identified on pages 9-10.
3. An application may be selected for a post-review quality control and possible rescoring if it received significantly diverging scores and comments from reviewers.
4. An internal review panel consisting of DHS staff will review the highest ranked applications and make final funding recommendations. The internal review panel may take applications out of rank order in consideration of geographic balance, and/or Citizenship and Integration Grant Program past performance (if applicable). (See "Strategic Program Priorities" on page 10.)
5. DHS may perform an additional review of the applicant organization and any sub-awardees and/or its key personnel. This may include reviewing publicly available materials and/or government databases and may have a bearing on award outcome.
6. After the technical review and before making final funding decisions, DHS may contact the highest ranking applicants to seek clarification and to negotiate technical and programmatic aspects of the application. If an application includes a sub-awardee that will provide additional or complementary direct grant-funded services in partnership with the main applicant, DHS may request to speak with all parties included in the application to ensure sufficient planning and coordination has taken place prior to making an award.
7. **Confidentiality and Conflict of Interest.** Technical and cost proposals submitted under this funding opportunity will be protected from unauthorized disclosure in accordance



with applicable laws and regulations. DHS may use one or more support contractors in the logistical processing of proposals. However, funding recommendations and final award decisions are solely the responsibility of DHS personnel.

DHS screens all technical reviewers for potential conflicts of interest. To determine possible conflicts of interest, DHS requires potential reviewers to complete and sign conflicts of interest and nondisclosure forms. DHS will keep the names of submitting institutions and individuals as well as the substance of the applications confidential except to reviewers and DHS staff involved in the award process. DHS will destroy any unsuccessful applications after three years following the funding decision.

8. DHS strongly discourages, and will not consider, any materials submitted by or on behalf of the applicant (e.g., letters of support) other than those materials specifically requested in this funding opportunity announcement.
9. DHS will notify all applicants electronically of funding decisions. Unfunded applicants may send a written request to [citizenshipgrantprogram@uscis.dhs.gov](mailto:citizenshipgrantprogram@uscis.dhs.gov) to receive a written summary of comments related to the evaluation criteria, along with the points awarded to the application for each of the evaluation criteria within 60 days. Additional information beyond that described here will not be provided.

## **Application Selection Process**

### ***Evaluation Criteria***

DHS will use the following criteria to evaluate applications deemed eligible and responsive. Applicants can receive up to 100 points.

1. **Community Need for Services (10 Points)**  
The extent to which the applicant demonstrates, and provides evidence for, a strong need in the community for citizenship instruction and naturalization application services.
2. **Citizenship Instruction Program (35 Points)**  
The extent to which the applicant demonstrates recent experience and proposes a sound and comprehensive program design to meet the citizenship education needs of the community, based on the following:
  - a. Experience (10 points);
  - b. Program Expansion and Improvement (3 points);
  - c. Curriculum and Class Structure (8 points);
  - d. Assessment (6 points); and
  - e. Personnel (8 points).
3. **Naturalization Application Services Program (25 Points)**  
The extent to which the applicant demonstrates recent experience and proposes a sound and comprehensive program design, within the scope of the authorized practice of immigration law, to meet the naturalization application services needs of the community, based on the following:
  - a. Experience (12 points);
  - b. Program Expansion and Improvement (3 points); and
  - c. Personnel (10 points).

**4. Program Administration (10 Points)**

The extent to which the applicant demonstrates the organization's capability to manage and execute the grant-funded program.

**5. Project Plan (5 Points)**

The extent to which the project plan clearly presents and demonstrates an appropriate and feasible strategy to implement the grant-funded project and proposes attainable goals.

**6. Budget (10 Points)**

The extent to which the proposed budget is clearly presented, proposes reasonable costs, reflects all proposed activities stated in the project narrative, and shows a balance of costs between the citizenship instruction program and the naturalization application services program.

**7. Quality of Application (5 Points)**

The extent to which the application includes all requested items, follows instructions, is well-organized, properly formatted, free of grammatical and spelling errors, and well-written.

***Strategic Program Priorities***

Based on the recommendations of the internal review panel, DHS may consider the following factors when making an award:

**1. Program Balance Factors, including:**

- a. Whether an application, when balanced with other potential awards, represents a diverse population;
- b. Whether an application, when balanced with other potential awards and with existing Citizenship and Integration Grant Program recipients, represents a diverse geographic area; and

**2. Policy Priorities, including:**

- a. Whether an application shows prioritization for high-need or underserved populations;
- b. Whether an application includes cost-sharing or in-kind contributions to maximize the impact of federal grant funds;
- c. Whether an application incorporates engagement with the receiving community; and
- d. Whether an application incorporates the use of technology in the citizenship instruction program.

**3. The past performance of a previous Citizenship and Integration Grant Program recipient (if applicable).**

**VI. Post-Selection and Pre-Award Guidelines**  
**Notice of Award**

A grant award will be executed by a DHS Grants Officer authorized to obligate DHS funding.

## **Administrative and Federal Financial Requirements**

A complete list of Federal Financial Requirements is available at:

[http://www.whitehouse.gov/omb/grants\\_forms](http://www.whitehouse.gov/omb/grants_forms). All successful applicants for DHS grant and cooperative agreements are required to comply with DHS Standard Administrative Terms and Conditions available in Part 6.1.1 of <http://www.dhs.gov/xlibrary/assets/cfo-financial-management-policy-manual.pdf>.

### **Data Rights:**

General Requirements. The Recipient grants the Government a royalty free, nonexclusive and irrevocable license to reproduce, display, distribute copies, perform, disseminate, or prepare derivative works, and to authorize others to do so, for Government purposes in:

- a. Any data that is first produced under this Agreement and provided to the Government; or
- b. Any data owned by third parties that is incorporated in data provided to the Government under this Agreement.

“Data” means recorded information, regardless of form or the media on which it may be recorded.

Requirements for sub-awards. The Recipient agrees to include in any sub-award made under this Agreement the requirements of the Copyright and Data Rights paragraphs of this article and of 37 C.F.R. 401.14.

## **Program Performance Reporting Requirements**

### ***Financial Reports***

The recipient is required to submit the following financial reports:

- a. Quarterly Federal Financial Reports (SF-425) must be submitted to the DHS Grants Officer within 30 days after the end of each quarter. Reports are due January 30, April 30, July 30, and October 30. Reports shall be submitted via email to [DHS-GrantReports@hq.dhs.gov](mailto:DHS-GrantReports@hq.dhs.gov) (include the DHS grant number in the subject line of the email).
- b. Quarterly Cash Transaction Reports (SF-272) must be submitted to the Department of Health and Human Services Division of Payment Management.
- c. Final Federal Financial Report (SF-425) must be submitted to the DHS Grants Officer within 90 days after the expiration date of the performance period.

### ***Performance Reports***

The recipient is required to submit the following performance reports:

- a. Quarterly Performance Reports must be submitted to the DHS Grants Officer within 30 days after the end of each quarter. Reports are due January 30, April 30, July 30, and October 30. Reports shall be submitted via email to [DHS-GrantReports@hq.dhs.gov](mailto:DHS-GrantReports@hq.dhs.gov) (include the DHS grant number in the subject line of the email) and to [citizenshipgrantprogram@uscis.dhs.gov](mailto:citizenshipgrantprogram@uscis.dhs.gov).

The USCIS Office of Citizenship will provide grant recipients with a Quarterly Performance Report template. Grant recipients must collect and report data to include:

- Alien registration number for all lawful permanent residents receiving services with this grant funding. These numbers may be used by USCIS to track naturalization outcomes during and after the period of performance;
- The number of lawful permanent residents enrolled in citizenship classes;
- The number of lawful permanent residents provided naturalization eligibility screening;
- The number of naturalization applications submitted;
- The application receipt number for any filed Forms N-400;
- The number of Forms G-28 submitted;
- The number of lawful permanent residents who pass the naturalization test;
- The number of lawful permanent residents who naturalize;
- The number of instructional hours offered;
- Countries of birth of lawful permanent residents served;
- Student assessment and improvement data.

Grant recipients must also provide quarterly narrative reports on the following topics: program accomplishments, progress meeting goals, progress of the sub-awardee organization (if applicable), challenges in meeting goals, staff and/or organizational development activities, student assessment and progress, outreach activities, volunteer recruitment and training, staff changes, progress made towards BIA accreditation, and promising practices.

- b. Final Performance Report must be submitted to the DHS Grants Officer no later than 90 days after the expiration date of the performance period. The final performance report shall include cumulative quantitative data, program accomplishments and challenges, and any promising practices related to direct service provision to lawful permanent residents.

### **Monitoring**

DHS, through its authorized representatives, has the right, at all reasonable times, to make site visits to review project accomplishments and management control systems and to provide such technical assistance as may be required. During site visits, DHS has the right to review grant recipients' files related to the grant-funded program.

### **External Evaluation**

Subject to the availability of funding for this purpose, DHS may conduct an evaluation of the Citizenship and Integration Grant Program. As part of any program evaluation, grant recipients must permit DHS, upon reasonable notice, to review grant-related records and to interview the organization's staff and clients regarding the program, and to respond in a timely and accurate manner to DHS requests for information relating to their grant program.

### **USCIS Office of Citizenship Requests**

Grant recipients may be asked periodically to review USCIS Office of Citizenship educational tools and materials and provide feedback as requested. The USCIS Office of Citizenship may also request details about grant recipients' promising practices and may publish this information on the Citizenship Resource Center (see [www.uscis.gov/citizenship](http://www.uscis.gov/citizenship)).

**VII. DHS USCIS Contact Information**  
**Contact and Resource Information**

**USCIS Program Office**

**(Office of Citizenship):** Send all questions to [citizenshipgrantprogram@uscis.dhs.gov](mailto:citizenshipgrantprogram@uscis.dhs.gov). USCIS Office of Citizenship staff will respond within five (5) business days. You may also refer to a list of Questions and Answers by going to [www.uscis.gov/citizenship](http://www.uscis.gov/citizenship), clicking on "Organizations," then "Grant Program," then "Questions and Answers." This document will be available a few days after the posting of this funding opportunity announcement.

**DHS Grants Office:** Stephanie Dawkins  
Phone: 202-447-0495  
Email: [Stephanie.Dawkins@hq.dhs.gov](mailto:Stephanie.Dawkins@hq.dhs.gov)

**VIII. Other Critical Information**  
**Additional Information**

N/A

**IX. How to Apply**  
**Application Instructions**

Applicants must submit all required forms and required documents listed in this section.

**REQUIRED FORMS**

Complete the required forms in accordance with the application instructions on Grants.gov. If submitting any information that is deemed proprietary, privileged or confidential commercial or financial, please denote the beginning and ending of such information with asterisks (\*\*\*)

**1. Form SF-424 – Application for Federal Assistance**

Complete the SF-424 application form. This form may be completed on the Grants.gov website or it can be completed offline in its entirety. NOTE: Applications submitted through Grants.gov must use the SF-424 provided by Grants.gov. The SF-424 application form can only be viewed and downloaded once Adobe Reader has been installed. The SF-424 application form on Grants.gov is formatted so applicants are only required to complete fields which are indicated with an asterisk (\*) and color coded. Once the application is complete, close the document (you will then be prompted to save changes or not). Additional guidance on how to complete the Form SF-424 can be found at: <http://www.grants.gov/assets/SF424Instructions.pdf>.

**2. Form SF-424A – Budget**

Complete the budget in its entirety. Provide budget amounts by object class (salaries, fringe, travel, indirect, etc.). Include second year budget amounts in Section E. Funds may be requested as long as the item and amount are necessary to perform the proposed work and are not precluded by the cost principles or program funding restrictions.

Additional guidance on how to complete the Form SF-424A can be found at:  
<http://www.grants.gov/assets/InstructionsSF424A.pdf>.

*See Section IV. Funding Restrictions.*

### 3. **Certifications/Assurances**

Applicants must submit:

- a. **Form SF-424B – Assurances – Non-Construction Programs;** and
- b. **Certification Regarding Lobbying.** If paragraph two of the certification applies, then complete and submit the SF-LLL Disclosure of Lobbying which is provided as an optional form in the application package.

By signing and submitting an application under this announcement, the applicant is providing: Certification Regarding Drug-Free Workplace Requirements; Certification Regarding Debarment, Suspension, and Other Responsibility Matters – Primary Covered Transactions; and Certification that the applicant is not delinquent on any federal debt.

## **REQUIRED DOCUMENTS**

### 4. **Project Abstract (3 single-spaced page maximum)**

Provide the information below in a separate document, suitable for public dissemination. The project abstract must not include any proprietary/confidential information. Attach the Project Abstract to the “Project Abstract” form within the application package.

<b>General Information</b>	
<b>1.</b>	<b>Organization legal name</b>
<b>2.</b>	<b>Organization legal address</b> (Number and street, city, state, zip code)
<b>3.</b>	<b>Head of the organization</b> (Name, title, address, phone number, email address)
<b>4.</b>	<b>Authorized official</b> , the person at the organization authorized to sign to receive award (Name, title, address, phone number, email address)
<b>5.</b>	<b>Grant project manager</b> , the person who will manage the operations of the grant project and will serve as USCIS’ primary point of contact (Name, title, address, phone number, email address)
<b>6.</b>	<b>Type of organization</b> (e.g., community/faith-based organization, public school, adult education program, public library, etc.)
<b>7.</b>	<b>Project description</b> (200 words or less) Provide a brief summary of the following: <ul style="list-style-type: none"> <li>• The organization’s or sub-awardee’s experience providing citizenship instruction and naturalization application services to immigrants and number of years providing services;</li> <li>• A description of the immigrant community, including most common countries of origin that the organization will serve; and</li> <li>• Proposed grant project activities and outcomes.</li> </ul>
<b>8.</b>	<b>Total federal funding requested</b> (Up to \$250,000)
<b>9.</b>	<b>Total federal funding allocated for citizenship instruction</b>
<b>10.</b>	<b>Total federal funding allocated for naturalization application services</b>
<b>11.</b>	<b>Applicant’s total in-kind contributions</b> (if applicable)

12.	<b>Geographic area/community</b> where services will be provided																																									
13.	<b>Congressional district</b> (based on the legal address of the applicant organization)																																									
14.	<b>Targeted underserved immigrant communities</b> (if applicable)																																									
15.	<b>Number of full-time equivalents (FTEs)</b> Indicate the number of intended grant-funded FTEs. Include part-time work as percentages of FTEs. Include any grant-funded sub-awardee FTEs.																																									
16.	<b>Fees charged for citizenship instruction</b> (if applicable)																																									
17.	<b>Fees charged for naturalization application services</b> (if applicable)																																									
18.	<b>Is your organization or proposed sub-awardee BIA recognized?</b> (yes/no)																																									
19.	<b>BIA Accredited Representative employee(s) or attorney employee(s)</b> providing naturalization representation (name and title).																																									
20.	<b>Are all program sites in compliance with the American Disabilities Act (ADA)?</b>																																									
21.	<b>Has your organization or any sub-awardee previously received a USCIS grant?</b> If so, provide the year(s).																																									
<b>Sub-Awardee Organization (if applicable)</b>																																										
22.	<b>Sub-awardee organization legal name</b>																																									
23.	<b>Sub-awardee organization point of contact</b> (Name, title, address, phone number and email address)																																									
24.	<b>Is the sub-awardee a non-profit or public organization?</b> If not, the sub-awardee is not eligible to receive funding.																																									
25.	<b>Sub-awardee type of organization</b> (e.g., community/faith-based organization, public school, adult education program, public library, etc.)																																									
26.	<b>Services proposed by sub-awardee organization</b>																																									
27.	<b>Total funds allocated for the sub-awardee</b>																																									
<b>Proposed Citizenship Class Structure</b>																																										
28.	<b>Title, level</b> (i.e., high beginning, intermediate), <b>and location of each class</b> to be offered. Please indicate if a multi-level class is offered.																																									
29.	<b>Number of class cycles</b> to be offered over the two-year period by level (e.g., six beginning level and eight intermediate level)																																									
30.	<b>Class cycle table:</b> Provide the information below for each class type following the example. <table border="1"> <thead> <tr> <th>Class Title</th> <th>Level</th> <th>Hours per class</th> <th>Times per week</th> <th>Weeks per class cycle</th> <th>Total hours per class cycle</th> </tr> </thead> <tbody> <tr> <td>e.g., Citizenship Morning</td> <td>Beginning</td> <td>3</td> <td>2</td> <td>10</td> <td>60</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>						Class Title	Level	Hours per class	Times per week	Weeks per class cycle	Total hours per class cycle	e.g., Citizenship Morning	Beginning	3	2	10	60																								
Class Title	Level	Hours per class	Times per week	Weeks per class cycle	Total hours per class cycle																																					
e.g., Citizenship Morning	Beginning	3	2	10	60																																					
	<b>NOTE:</b> Applicants must offer at least 40 hours of citizenship instruction over a 10-15 week class cycle for students at or below the NRS high beginning level and at least 24 hours of citizenship instruction over a 10-15 week class cycle for all other students.																																									
31.	<b>Number of total citizenship instruction hours</b> to be offered over the two-year																																									

	period
32.	<b>Approximate number of students enrolled per class</b>
33.	<b>Other education services</b> offered (tutoring, study groups, etc.)
34.	<b>The name and language level of the textbook(s)</b> to be provided to students.
35.	<b>Use of computers</b> in citizenship instruction, if at all
36.	<b>Nationally normed standardized assessment test(s)</b> to be used to determine English language proficiency
37.	<b>When are students assessed using the standardized test?</b>
<b>Program Outcomes</b> (for grant-funded services over the two-year period)	
38.	<b>Total number of newly-enrolled (non-duplicated) lawful permanent residents to enroll in citizenship instruction classes</b> (Minimum 200)
39.	<b>Total number of lawful permanent residents for whom your organization will provide naturalization eligibility screening</b>
40.	<b>Total number of lawful permanent residents for whom your organization will prepare and submit Form N-400 and Form G-28</b> (Minimum 200)
41.	<b>Total number of lawful permanent residents to pass the naturalization test after receiving services from your organization</b>
42.	<b>Total number of lawful permanent residents to naturalize after receiving services from your organization</b>

**5. Project Narrative (15 double-spaced page maximum) (80 points)**

Provide a response for each item in the chart below following the order listed. Items 5.a. – 5.d. below are the **mandatory headings** that must be included in the Project Narrative. An application that is missing one or more of the four required headings will be deemed **non-responsive** and will not be reviewed. The items and attachments listed in each section are required, and any item or attachment that is omitted will result in points deducted.

**Format Requirements**

- **You must follow the order specified below, using the required four headings:**
  - a. Community Need for Services
  - b. Citizenship Instruction Program
  - c. Naturalization Application Services Program
  - d. Program Administration
- Include the title “Project Narrative” at the top of the first page.
- Ensure that the application can be printed on 8 ½” x 11” single-sided paper.
- Use double-spacing.
- Font size must be at least 12 point, preferably Times New Roman font.
- Margins must be at least one (1) inch at the top, bottom, left and right of the paper.
- Project narrative pages must be numbered “1” of “XX.”
- Pages should be numbered consecutively and are limited to a total of 15 pages.
- Do not include any marks from the “Track Changes” tool in your word processing program.
- Attach the completed Project Narrative to the “Project Narrative Attachment” form.



- For attachments, use the “Other Attachments” form found under the “Optional Documents” section of the application package.

<b>Project Narrative Items</b>	<b>Pts.</b>
<b>a. Community Need for Services</b>	<b>10</b>
<p>Describe:</p> <ul style="list-style-type: none"> <li>• The lawful permanent resident population in your service area. Provide sound statistical data to support your claims. Cite government sources.</li> <li>• The demographic group(s) your organization serves or plans to serve, including any underserved populations (e.g., low-income, low education level, age, etc.)</li> <li>• The need among the lawful permanent resident population in your area for citizenship instruction and naturalization application services, including whether there are wait lists for services at your organization.</li> <li>• Other service providers in your area, whether they provide citizenship preparation services, and whether they have wait lists for services.</li> </ul>	
<b>b. Citizenship Instruction Program</b>	<b>35</b>
<b>Experience</b>	<b>10</b>
<p>Describe:</p> <ul style="list-style-type: none"> <li>• Your organization’s and, if applicable, sub-awardee’s recent experience providing <b>citizenship instruction</b>. Describe the services offered, including the current or previous class structure. Indicate dates, total years of experience, and program achievements (e.g., the number of lawful permanent residents served, the naturalization test pass rate for program participants, etc.)</li> </ul>	
<b>Program Expansion and Improvement</b>	<b>3</b>
<ul style="list-style-type: none"> <li>• Explain how the proposed grant-funded program will expand and improve the existing citizenship instruction services offered. Indicate how many students you served in the past year, how many you intend to serve in the next year with this grant funding, and how many you would serve in the next year without this grant funding.</li> </ul>	
<b>Curriculum and Class Structure</b>	<b>8</b>
<p>Describe the curriculum and class structure for the program. Provide the following information:</p> <ul style="list-style-type: none"> <li>• Curriculum goals and objectives</li> <li>• A list of classes to be offered with grant funding, including the student level for each (i.e., beginning, intermediate, etc.), and the number of instructional hours per class (at least 40 hours of citizenship instruction over a 10-15 week class cycle for students at or below the NRS high beginning level and at least 24 hours of citizenship instruction over a 10-15 week class cycle for all other students). If you propose to offer a multi-level class, describe how the different levels will be managed in the classroom.</li> <li>• The textbook(s) or textbook series that will be provided to students for each class level. Include other materials to be used, such as planned use of any USCIS educational resources and any educational software, equipment, or innovative learning tools.</li> <li>• Plans for student retention, including whether there are any known barriers to student attendance (e.g., transportation, childcare, student tuition, flexible class offerings, and alternate classroom sites, etc.) and solutions to resolve the barriers.</li> </ul>	

Project Narrative Items	Pts.
<p><b><u>ATTACHMENTS:</u></b></p> <ul style="list-style-type: none"> <li>Provide a <b>class outline</b> for each proposed class type. The class outline(s) should include the class level, learning objectives, schedule, topics to be covered, and corresponding materials.</li> </ul> <p><b><u>NOTE:</u></b> The attachments will not count toward the page limit for the Project Narrative. These items should be attached using the “Other Attachments” form found under the “Optional Documents” section of the application package. Do <b>not</b> include copies of USCIS educational materials or copies of textbooks.</p>	
<b>Assessment</b>	<b>6</b>
<p>Indicate:</p> <ul style="list-style-type: none"> <li>The specific nationally normed standardized test or test(s) that will be used for the program to assess English language proficiency. For a list of standardized tests that the Department of Education has determined to be suitable, click <a href="#">here</a>.</li> </ul> <p><b><u>NOTE:</u></b> The standardized test(s) may be used in conjunction with other assessment tests.</p> <ul style="list-style-type: none"> <li>When students are assessed and how assessments are used.</li> <li>Your organization’s level of experience administering the standardized test(s).</li> </ul>	
<b>Personnel</b>	<b>8</b>
<ul style="list-style-type: none"> <li>Describe the staffing structure for the proposed citizenship instruction program. Provide a list of key personnel for the program. Key personnel include the grant project manager(s) and teacher(s). Each teacher must have at least one year of experience teaching English as a Second Language (ESL) or citizenship. For key personnel, provide a job title, a brief position description, the individual’s qualifications and relevant training, and whether the person is paid or a volunteer. For key positions that are vacant, provide a position description and target start date.</li> <li>If applicable, explain how volunteers will be used for the citizenship instruction program. Describe their roles and responsibilities, the training they will receive, and the reporting structure. Volunteers must be supervised by a paid lead teacher or a paid education program coordinator. Describe the organization’s experience recruiting, training and utilizing volunteers to provide or support citizenship instruction.</li> </ul> <p><b><u>ATTACHMENTS:</u></b></p> <ul style="list-style-type: none"> <li>Attach <b>résumés</b> and/or <b>position descriptions</b> for all key personnel. Résumés must include all relevant job experience and education with corresponding dates. Résumés and position descriptions for vacant key positions are limited to <b>one page each</b>.</li> </ul> <p><b><u>NOTE:</u></b> Résumés and position descriptions do not count towards the project narrative page limit. These items should be attached using the “Other Attachments” form found under the “Optional Documents” section of the application package.</p>	
<b>c. Naturalization Application Services Program</b>	<b>25</b>
<b>Experience</b>	<b>12</b>
<p>Describe:</p> <ul style="list-style-type: none"> <li>Your organization’s and, if applicable, sub-awardee’s recent experience providing <b>naturalization application services within the authorized practice</b></li> </ul>	

Project Narrative Items	Pts.
<p><b>of immigration law.</b> Describe the services offered and the level of case management provided to clients. Indicate dates, total years of experience, and whether the services were provided by attorneys or BIA accredited representatives.</p> <ul style="list-style-type: none"> <li>• Program achievements, including the number of lawful permanent residents served and the organization's record of submitting successful naturalization applications.</li> </ul>	
<b>Program Expansion and Improvement</b>	<b>3</b>
<ul style="list-style-type: none"> <li>• Explain how the proposed grant-funded program will expand and improve the existing naturalization application services offered. Indicate how many naturalization applications you filed in the past year, how many you intend to file in the next year with this grant funding, and how many you would file in the next year without this grant funding.</li> </ul>	
<b>Personnel</b>	<b>10</b>
<ul style="list-style-type: none"> <li>• Describe the staffing structure for the proposed naturalization application services program. Provide a list of key personnel for the program. Key personnel include the project manager(s), the BIA accredited representative(s) and/or attorney(s), and any additional case workers. Indicate who will sign Form N-400 as the preparer and who will enter their appearance as Attorney or BIA Accredited Representative by signing Form G-28 in connection with all naturalization applications filed under this grant. For each person, provide a job title, a brief position description, and the individual's qualifications and relevant training. For the BIA accredited representative(s) and/or attorney(s), indicate the level of experience providing naturalization application services. For key positions that are vacant, provide a position description and target start date.</li> <li>• If your organization has only one staff member that is BIA accredited or an attorney, please describe your organization's contingency plan for the provision of naturalization application services in the event of staff turnover. You may use grant funds to cover costs associated with the BIA accreditation of additional staff members.</li> <li>• If applicable, explain how volunteers will be used for the naturalization application services program. Describe their roles and responsibilities, the training they will receive, and the reporting structure. Describe the organization's experience recruiting, training and utilizing volunteers to provide or support naturalization application services.</li> </ul> <p><b><u>ATTACHMENTS:</u></b></p> <ul style="list-style-type: none"> <li>• Attach <b>résumés</b> and/or <b>position descriptions</b> for all key personnel. Résumés must include all relevant job experience, education, and licensure or accreditation with corresponding dates. Résumés and position descriptions for vacant key positions are limited to <b>one page each</b>.</li> </ul> <p><b><u>NOTE:</u></b> Résumés and position descriptions do not count towards the project narrative page limit. These items should be attached using the "Other Attachments" form found under the "Optional Documents" section of the application package.</p>	
<b>d. Program Administration</b>	<b>10</b>
<p>Describe:</p> <ul style="list-style-type: none"> <li>• The marketing and recruitment plan to raise awareness of services. Describe</li> </ul>	

Project Narrative Items	Pts.
<p>your experience conducting outreach.</p> <ul style="list-style-type: none"> <li>• Intake procedures, including how the organization will <b>verify and document that only lawful permanent residents will receive services funded through this funding opportunity.</b></li> <li>• Plans for data collection and program evaluation, including how the organization will track and report on services provided, student progress, and whether students and clients naturalize. Explain the system used for tracking data.</li> <li>• The organization's recent experience managing grant-funded programs and its fiscal management ability.</li> <li>• The applicant's relationship with any proposed sub-awardee organization and how the applicant will manage the sub-awardee. Describe the applicant's history working with the sub-awardee organization. Describe the applicant's and sub-applicant's plan to provide integrated services and the referral process between the partners.</li> </ul> <p><b><u>ATTACHMENTS:</u></b></p> <ul style="list-style-type: none"> <li>• <b>Organizational chart</b> for your organization and any proposed sub-awardee(s).</li> <li>• If you propose a sub-awardee, the applicant must include a <b>Memorandum of Understanding (MOU)</b> between the organizations as a required attachment to the grant application.</li> <li>• <b>A list of other federal grant programs</b> from which your organization currently receives funding or for which it has applied in federal fiscal year 2013.</li> </ul> <p><u>NOTE:</u> Attachments do not count towards the project narrative page limit. These items should be attached using the "Other Attachments" form found under the "Optional Documents" section of the application package.</p>	

## 6. Project Plan (5 Points)

Provide a project plan that outlines the applicant's planned activities and anticipated outcomes by quarter. Use a spreadsheet or a table format that has rows and columns. The project plan should be attached to the "Other Attachments" form found under the "Optional Documents" section of the application package.

Include information for both years of the performance period.

Quarterly Dates
<u>Year 1</u>
Quarter 1: October 1, 2013 to December 31, 2013
Quarter 2: January 1, 2014 to March 31, 2014
Quarter 3: April 1, 2014 to June 30, 2014
Quarter 4: July 1, 2014 to September 30, 2014
<u>Year 2</u>
Quarter 1: October 1, 2014 to December 31, 2014
Quarter 2: January 1, 2015 to March 31, 2015
Quarter 3: April 1, 2015 to June 30, 2015
Quarter 4: July 1, 2015 to September 30, 2015

For each **quarter**, provide the following information:

1. **Planned Activities**, including staff hiring and training, volunteer recruitment, outreach, equipment purchases, class start and end dates, student assessments, data collection, program evaluations, naturalization workshops, etc. For each planned activity, provide:
  - a. **Month (s)** when the activity will take place
  - b. **Staff Responsible** for each activity
2. **Anticipated Outcomes:**
  - a. **Number of newly-enrolled (non-duplicated) lawful permanent residents enrolled in citizenship instruction classes** (Minimum 200)
  - b. **Number of lawful permanent residents for whom your organization provided naturalization eligibility screening**
  - c. **Number of lawful permanent residents for whom your organization prepared and submitted Form N-400 and Form G-28** (Minimum 200)
  - d. **Number of lawful permanent residents who passed the naturalization test after receiving services from your organization** (Be sure to account for the application processing time when estimating this outcome.)
  - e. **Number of lawful permanent residents who naturalized after receiving services from your organization**
3. For the **total two-year performance period**, provide total anticipated outcomes for items 2.a.-e. above.

See below for a sample project plan for Quarter 1:

SAMPLE PROJECT PLAN <u>Quarter 1</u>				
Planned Activities for Quarter 1				
Activity	Month	Staff Responsible		
Hire coordinator	October	Project Manager		
Recruit 10 volunteers	October	Project Manager		
Purchase supplies	October	Accountant		
Train coordinator	November	Project Manager		
Train new volunteers	November	Project Manager		
Citizenship class starts	December	Coordinator/Teachers		
Anticipated Outcomes for Quarter 1				
<u>LPRs Enrolled in</u> Classes	<u>LPRs Who Rec'd</u> <u>Eligibility Screening</u>	<u>N-400s</u> <u>Submitted</u>	<u>LPRs Who</u> <u>Passed Test</u>	<u>LPRs Who</u> <u>Naturalized</u>
XX	XX	XX	XX	XX

## 7. Budget Table and Narrative (10 Points)

*See also Section IV. Funding Restrictions.*

When proposing costs for this grant program, ensure that the budget shows a reasonable balance of costs between the citizenship instruction program and the naturalization application services program.

If a **sub-awardee** is proposed, applicants must provide a separate sub-awardee budget narrative and table following the same format and with the same level of detail as that of the applicant (i.e., by Object Class Category/Cost Classification). Each sub-awardee budget and supporting detail should be separate from the applicant's budget narrative.

If any fees are proposed that will result in program income, show in the budget how this income will be used.

### **Budget Table**

Provide your budget request in a table format. Include all budget categories, as listed in the budget narrative section. Under each category, list the line items requested. See a sample table below. Note: This sample table shows the Personnel category only. Applicants must provide information on all budget categories.

The Budget Table may be provided either in the same document as the budget narrative, or uploaded as a separate document under the "Other Attachments" form found under the "Optional Documents" section of the application package.

<b>Budget Table</b>									
	<b>Year 1</b>			<b>Year 2</b>			<b>Total</b>		
<b>Category and Item</b>	<b>In-Kind</b>	<b>DHS</b>	<b>Total</b>	<b>In-Kind</b>	<b>DHS</b>	<b>Total</b>	<b>In-Kind</b>	<b>DHS</b>	<b>Total</b>
<b>I. Personnel</b>									
Program Manager – 1 FTE	\$X	\$X	\$X	\$X	\$X	\$X	\$X	\$X	\$X
Instructor – 0.5 FTE	\$X	\$X	\$X	\$X	\$X	\$X	\$X	\$X	\$X
Assistant – 0.25 FTE	\$X	\$X	\$X	\$X	\$X	\$X	\$X	\$X	\$X
<b>TOTAL Personnel</b>	\$X	\$X	\$X	\$X	\$X	\$X	\$X	\$X	\$X

### **Budget Narrative (Double-spaced, no page limit)**

Attach your budget narrative (including separate budget narratives for each proposed sub-awardee) to the form named "Budget Narrative Attachment" in the application package. If you need to add more documents than this form will allow (i.e., sub-awardee budgets or budget table), please use the "Other Attachments" form found under the "Optional Documents" section of the application package.

Include costs for the first and second performance years. Separate the first performance year costs from the second performance year costs. Show a total of all requested federal grant funds. This total should match the total listed on the project abstract. Budget categories **b – i** below should add up to this total. This total should **not** include any in-kind costs. The in-kind contribution total should be listed separately.

Provide budget information in the order listed below. Budget detail is required for:

- a. **In-Kind Costs:** The dollar value of non-cash donations to the project. These donations may be in the form of space, supplies, salaries, etc. The costs should be calculated at the verifiable fair-market value.
- b. **Personnel:** Costs of employee salaries and wages. For each staff person, provide the name (if known), title, time commitment to the project as a percentage of a full-time equivalent (FTE), annual salary, and grant funded salary. Do not include the costs of consultants. Consultants are to be included under “Contractual.”
- c. **Fringe Benefits:** Costs of employee fringe benefits unless treated as part of an approved indirect cost rate. Provide the method used to calculate the proposed rate amount. If a fringe benefit has been negotiated with, or approved by, a cognizant federal agency, **attach a copy of the negotiated fringe benefit agreement.** If no rate agreement exists, provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, FICA, retirement insurance, taxes, etc. Identify the base for allocating these fringe benefit expenses. (Attach the agreement using the “Other Attachments” form found under the “Optional Documents” section of the application package.)
- d. **Travel:** Costs of project-related travel by employees of the applicant organization (do not include costs of sub-contractor or consultant travel). For each proposed trip, provide the purpose, number of travelers, travel origin and destination, number of days, and a breakdown of costs for airfare, lodging, meals, car rental, and incidentals. The basis for the airfare, lodging, meals, car rental, and incidentals must be provided, such as past trips, current quotations, Federal Travel Regulations, etc. Foreign travel is not permitted. The applicant must include costs for two staff members to attend a **mandatory** two-day grant recipient orientation training in Washington, D.C., and costs for one staff member to attend mandatory two-day training in Washington, D.C. the second year of the grant.
- e. **Equipment:** Any article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost which equals or exceeds the lesser of (a) the capitalization level established by the organization for financial statement purposes, or (b) \$5,000. For each type of equipment requested, provide a description of the equipment, the cost per unit, the number of units, the total cost, and a plan for use on the project, as well as use or disposal of the equipment after the project ends. An applicant organization that uses its own definition for equipment should provide a copy of its policy or section of its policy which includes the equipment definition.

**NOTE 1:** Acquisition cost means the net invoice unit price of an item of equipment, including the cost of any modifications, attachments, accessories, calibration and maintenance services, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Ancillary charges, such as taxes, duty, protective in-transit insurance, freight, and installation shall be included in or excluded from acquisition cost in accordance with the organization's regular written accounting practices.

**NOTE 2:** Prior to the purchase of equipment in the amount of \$5,000 or more per unit cost, the Recipient must obtain the written approval from DHS. The Recipient shall maintain an annual inventory, which will include a brief description of the item,

serial number and amount of purchase for equipment purchased with grant funds, or received under a grant, and having a \$5,000 or more per unit cost. The inventory must also identify the sub-award under which the equipment was purchased. Maintenance and insurance will be the responsibility of the Recipient. Title of equipment will remain with the Recipient until closeout when disposition will be provided in writing by DHS within 120 days of submission of final reports.

- f. **Supplies:** Costs of all tangible personal property other than that included in the equipment category. Specify general categories of supplies and their costs. Show computations and provide other information which supports the amount requested.
- g. **Contractual:** Costs of all contracts for services and goods except for those that belong under other categories such as equipment, supplies, construction, etc. Include third party evaluation contracts (if applicable) and contracts with secondary recipient organizations.

Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open and free competition. Identify proposed sub-contractor work and the cost of each sub-contractor. Provide a detailed budget for each sub-contractor that is expected to perform work estimated to be \$25,000 or more, or 50% of the total work effort, whichever is less.

- Identify each planned subcontractor and its total proposed budget. Each subcontractor's budget and supporting detail should be included as part of the applicant's budget narrative.
- Provide the following information for each planned subcontract: a brief description of the work to be subcontracted; the number of quotes solicited and received, if applicable; the cost or price analysis performed by the applicant; names and addresses of the subcontractors tentatively selected and the basis for their selection; e.g., unique capabilities (for sole source subcontracts), low bidder, delivery schedule, technical competence; type of contract and estimated cost and fee or profit; and, affiliation with the applicant, if any.
- Recipient may be required to make pre-award review and procurement documents available to DHS, including request for proposals or invitations for bids, independent cost estimates, etc. This may include procurements expected to exceed the simplified acquisition threshold fixed at 41 USC 403(11) (currently set at \$100,000) and expected to be awarded without competition or only one bid or offer is received in response to a solicitation.
- All required flow down provisions in the award must be included in any subcontract.

**NOTE:** Applicants may propose a sub-contract for specific tasks, such as hiring additional citizenship instructors on a contractual basis. However, the applicant must demonstrate its ability to successfully manage all aspects of the grant-funded project, including financial management. **Private law firms and attorneys in private practice are not eligible to receive funding under this funding opportunity.**

- h. **Other Direct Costs:** Any other items proposed as direct costs. Provide an itemized list with costs, and state the basis for each proposed item.



- i. **Indirect Costs:** Attach a copy of the latest indirect cost rate agreement negotiated with a cognizant federal agency. If the applicant is in the process of initially developing or renegotiating a rate, upon notification that an award will be made, it should immediately develop a tentative indirect cost rate proposal based on its most recently completed fiscal year, in accordance with the cognizant agency's guidelines for establishing indirect cost rates, and submit it to the cognizant agency. Applicants awaiting approval of their indirect cost proposals may also request indirect costs. When an indirect cost rate is requested, those costs included in the indirect cost pool should not also be charged as direct costs to the award. If the applicant is requesting a rate which is less than what is allowed under the program, the authorized representative of the applicant organization must submit a signed acknowledgement that the applicant is accepting a lower rate than allowed. (Attach the agreement using the "Other Attachments" form found under the "Optional Documents" section of the application package.)

**NOTE:** If no indirect cost rate agreement is included, no indirect costs should be listed in the proposed budget.

## **8. Documentation of Non-profit and/or Public Status**

The applicant and any proposed sub-awardee must provide documentation of non-profit and/or public status. Any of the following constitutes acceptable proof of non-profit status:

- A reference to the applicant organization's listing in the Internal Revenue Service's (IRS) most recent list of tax-exempt organizations described in section 501(c)(3) of the IRS Code.
- A copy of a currently valid IRS tax exemption certificate.
- A statement from a State taxing body, State attorney general, or other appropriate State official certifying that the applicant organization has a non-profit status and that none of the net earnings accrue to any private shareholders or individuals.
- A certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status.
- Any of the items in the subparagraphs immediately above for a State or national parent organization and a statement signed by the parent organization that the applicant organization is a local non-profit affiliate.
- A signed statement on official letterhead by an official authorized to apply for grant funds on behalf of the public entity shall suffice.

The documentation of non-profit and/or public status should be attached to the "Attachments" form found under the "Mandatory Documents" section of the application package.

## **X. Application and Submission Information**

Applicants will obtain FOA Overviews and Full Announcement information from the Grants.gov website where the full FOA is posted. Applications will be processed through the Grants.gov portal.

The Telephone Device for the Deaf (TDD) and/or Federal Information Relay Service (FIRS) number available for this Announcement is: 1-800-518-4726 (Grants.gov Help Desk).

## Appendices

- DHS highly recommends that applicants use the “Applicant Checklist” to ensure the application is complete and all required documents are included. Visit <http://www.uscis.gov/grants> and click on *Applicant Checklist*.
- For definitions of frequently used terms in this funding opportunity announcement, visit <http://www.uscis.gov/grants> and click on *FOA Glossary*.
- Applicants are strongly encouraged to review “*Tips for Your Proposal*” at [www.uscis.gov/citizenship](http://www.uscis.gov/citizenship). Click on "Organizations," then “Grant Program,” then “Tips for Your Proposal.”